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Adm - 13.7

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8 APR 1971

MEMORANDUM FOR: Chief, Procurement Management Staff, DD/S&T

SUBJECT : Project Officers Manual

REFERENCE : M/R dtd 2 Apr 71 by Special Assistant to the
R&D Coordinator, Subject: Meeting on
Security/Sterility/Cover in R&D Contracts

1. I am in receipt of referenced memorandum which describes a meeting on 26 March 1971, chaired by the "Special Assistant to the R&D Coordinator," to discuss "R&D contracting practices with the objective of improving the guidance which is provided for Project Officers in the Project Officers Manual." We have reviewed the agenda for that meeting and are aware of planned subsequent meetings.

2. On the assumption that the distribution list of the referenced memorandum reflects the constituency in attendance, it appears to encompass considerable Agency representation. Such meetings can accomplish much good by re-evaluating current practices and, on a consensus basis, making recommendations to appropriate responsible officers for upgrading and keeping dynamic procedures which accompany the contracting mechanism.

3. Realizing that the Project Officers Manual is an informal document issued outside the purview of the Agency regulatory system, I wish to insure, speaking only for my own responsibilities, that nothing is contained in that document which is not in conformity with published and approved Agency policy.

4. I would appreciate it if you could insure that if, as a result of the endeavors described in the referenced memorandum, there results a proposed revision to the Project Officers Manual that such revisions are called to my attention before such time as the proposed revision is published, both to insure conformity with approved Agency policies and implementing procedures for which I am responsible.

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John F. Blake
Director of Logistics

cc: DD/I D/S
DD/S C/CCS
NPIC C/TSD
D/CO

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